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11 JUL 1979

MEMORANDUM FOR: Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
Director of Communications, DDA
Director of Data Processing, DDA
Director of Personnel, DDA

FROM: James H. McDonald
Director of Logistics

SUBJECT: Energy Conservation

1. The Director of Logistics is charged with the responsibility for monitoring energy conservation within the Agency. The present energy shortage has already begun to be felt in some areas of Agency operations. At the same time, all Federal departments and agencies are being directed to curtail energy usage. A number of employee bulletins have been issued in recent months informing our personnel of the various Executive directives.

2. In order to ensure that the Agency can continue to perform its critical mission, I am requesting that an Agency Energy Committee be established. The purpose of this committee will be to ensure that the impact of the energy crisis on Agency operations and Agency personnel is minimized and, at the same time, that the Agency is in compliance with Federal directives. It is incumbent upon all of us to take the necessary measures in our personal lives, as well as our work environment, to bring this critical national problem under control.

3. I believe we can best deal with the energy problems confronting us if we have broad participation by senior

Agency managers. Therefore, it is requested that you appoint an individual from your directorates and offices to work with us in this effort. Please advise me of the name of the individual you will be assigning to the committee by 20 July 1979. Your cooperation is most appreciated.

/s/ James H. McDonald

James H. McDonald

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